

## **ASSISTANT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing all operations of the department on an assigned shift. An employee of this class may also be assigned to perform the duties of the Fire Chief in the absence of the Chief. Assistant Fire Chiefs oversee all activity and supervise all personnel on their shift, including taking command at any fire or emergency that may occur, providing for investigation of all fires of a suspicious nature, managing records-keeping, and overseeing the maintenance of all assigned equipment. Employees of this class work independently in most areas, with special assignments received from the Fire Chief who oversees and reviews the work of this class. This class ranks directly below that of Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department on an assigned shift. Assumes the duties of the Fire Chief in the absence of the Chief. Recommends management policies, goals, and objectives for the department. Assists in determining how the department should be organized, including deciding on number and distribution of operating units. Assists in the research and planning for programs and activities of the department.

Conducts inspections of the various services of the department, evaluates the effectiveness of these services, and takes appropriate action to correct problems. Investigates complaints against department personnel and makes a recommendation for action to be taken in reply.

Serves as department representative at meetings of committees or civic groups to give reports, offer advice, make recommendations, or keep informed on local trends that may affect the fire service.

Provides for the maintenance of department records, such as personnel records, records of activity, or inventory records. Completes all forms and records required, including payroll records. Compiles and organizes data needed for reports.

Takes command at the scene of a fire or other emergency until

relieved by the Fire Chief; performs size-up; takes charge of all safety precautions; and supervises subordinate personnel in rescue, ventilation, fire extinguishment, salvage and overhaul, and providing emergency medical assistance. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Supervises subordinate department personnel. Inspects the appearance of department equipment and assigned employees. Assigns duty areas and work schedules, including approving leave. Evaluates the work performance of subordinates. Provides assistance in technical areas of work. Maintains discipline.

Investigates the causes, origins, and circumstances of all fires occurring in the jurisdiction. Secures the fire scene to prevent removal or damage of evidence of possible arson; collects and labels evidence. Assists arson investigation personnel who take charge of investigations.

Supervises the general care and maintenance of fire fighting apparatus and equipment, vehicles, and property. Tests or directs the testing of equipment to ensure that it meets all applicable federal, state, and local standards. Maintains inventory of supplies and equipment for the shift.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least eighteen (18) months immediately preceding closing date for application to the board.

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